

KALAMAZOO COMMUNITY FOUNDATION

Employment Opportunity

Receptionist/Office Assistant: We are looking for a positive, high-energy person to help create an outstanding Community Foundation experience by providing great customer service to our internal team, people who call our office, and visitors to the Kalamazoo Community Foundation. The duties are varied and the Receptionist/Office Assistant may juggle many responsibilities.

Major responsibilities: Creates a comfortable and welcoming atmosphere at the Community Foundation:

- Opens and closes the office, answers and forwards phone calls, greets guests and maintains the office areas
- Serves as the initial contact for staff regarding IT support, assisting with equipment as needed and answering IT related questions or referring questions to IT consultant.
- Coordinates Reception Team to insure front desk coverage during working hours
- Maintains the Community Foundation filing system
- Contact for office equipment and office supplies
- Assists the Finance and Administration team

Skills & Abilities:

- Excellent interpersonal, oral, and written communication skills.
- Superior customer service skills
- Strong professional judgment and presence.
- Strong organizational skills and attention to detail
- Demonstrated problem solving ability
- Ability to work both independently and in a team

Education and Experience

- Associate's degree in business or related field or an equivalent combination of training and experience.
- Two to four years of progressively more responsible experience.
- Experience using a variety of computer technologies, especially spreadsheet programs.
- Previous experience in community foundation or nonprofit organizations preferred

Qualified candidates may express interest in this position by submitting their application and resume to hr@kalfound.org.